

KnowledgeLake Solution

Comprehensive Document Capture and Imaging
for **Human Resource Professionals**



The Challenge

Human Resources is traditionally a labor intensive, document- and process- driven department. We're all familiar with hiring processes that require resumes, job applications, government documentation, release forms, 401k registrations, and healthcare enrollment documents. But the paperwork doesn't stop there. Once an employee is hired, there are documents such as annual reviews, promotions, vacation requests, company procedures, holiday schedules, and more.

In industries where employee turnover is high—such as service industries, retail business, and organizations that rely heavily on temporary workers—these challenges just grow. And for companies with remote branches, home-based employees, or large corporations with international operations, the paper chase can span the country or even the globe.

Enterprise Content Management—and specifically, document management with workflow—is an ideal solution for the HR challenges where paper-based documentation is intensive and usually requires many steps and staff to process.

Your goal? Reduce operating costs, increase productivity, and enhance employee satisfaction by streamlining the processing and approval of human resource business transactions.

The Solution

At KnowledgeLake, we deliver document capture and imaging solutions designed for these challenges. Our industry-leading software takes the hassles out of paperwork and provides a lower cost of ownership and higher return on investment than the competition. With our help, you'll spend less time chasing paper and more time doing what you do best— human resource management.

The KnowledgeLake solution provides fast, easy scanning of paper and the capture of electronic documents, along with indexing for the various documents within the employee lifecycle. The easy-to-understand SharePoint interface minimizes training and can easily integrate with HR line-of-business systems, providing easy-to-use document imaging to applications in scenarios where it was either unavailable or cost-prohibitive in the past.

The solution increases productivity between human resource managers and department managers. It can eliminate or reduce time-consuming duplicate data entry and routing of information. Once paper has been turned to digitally formatted information, it moves faster and more efficiently. Even the process of capturing the data can be optimized with features such as Optical Character Recognition, content validation, and database index lookups.

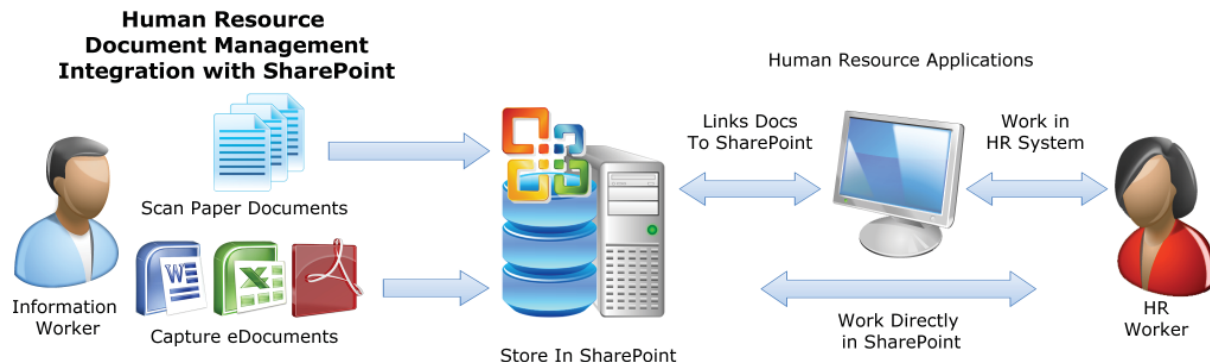
Solution - Continued

With a KnowledgeLake solution, your workflow processes can be streamlined and automated. You can automatically institute permanent retention or variable retention policies according to your organization's business rules the moment the document is captured. SharePoint, which enables a secure and accessible repository for all HR-related documents, can help you improve processes even more by enabling multiple people to view the same electronic document at the same time without wasting valuable time and money copying and distributing paper files. HR can also issue policy changes and additional communications through an automated tracking and acknowledgement process that ensures all employees have reviewed and acknowledged the communication.

Benefits

KnowledgeLake has helped hundreds of organizations do more with less by streamlining document-intensive, back-office routines. Working with your staff we can help deploy a solution that results in:

- **Better information sharing** with easy access to key documents.
- **Enhanced service** that results from immediate access to content.
- **Reduced environmental impact** resulting from a need for less paper.
- **Improved operational efficiencies** through redirecting resources that used to be needed for paper-based systems.
- **Reduced operating costs** associated with labor, printing, shipping, data entry, and more.
- **Enhanced compliance and retention policy initiatives** through carefully controlled access to content and security features that protect employee privacy and comply with government regulations.
- **Faster document access** to perform audits on employee folders because the documents are electronic—and no longer buried in physical file cabinets.
- **More self-service access to shared information** for employees, such as corporate policies, benefits plans, personal work hour records, or the status of requests. This frees HR to focus on information driven processes instead of acting as librarians.



Microsoft-Centric Solutions

KnowledgeLake's ECM software for Microsoft SharePoint enables you to organize unstructured content and store it in SharePoint. This tight integration of KnowledgeLake products with SharePoint allow you to maximize your existing technology investment through:

- **Low cost of entry and ownership** by leveraging your existing IT investments.
- **Meta-data driven searches** that provide fast search capabilities to maximize employee productivity.
- **Total Enterprise Content Management (ECM) with SharePoint** that lets users scan, index, search, view and manage content.
- **Use of SharePoint as a repository** for document management, records management, and web content management.
- **Faster user adoption** that results from the intuitive SharePoint interface.

Do you have an existing HR solution?

KnowledgeLake can help you migrate to a Microsoft SharePoint solution to reduce your costs and increase business efficiencies.

About KnowledgeLake

KnowledgeLake, Inc. develops document imaging, document capture, and workflow products and solutions for Microsoft SharePoint. KnowledgeLake extends the Enterprise Content Management (ECM) capabilities of SharePoint, enabling businesses to reduce mailing costs, streamline operations, and achieve regulatory compliance using familiar Microsoft products that most businesses already own and use.

For more information, visit www.knowledgelake.com.